

January 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <b>HOLIDAY</b>  Normal DW refresh	2 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Dec Month-end Estimate Normal DW refresh	3   Normal DW refresh
4	5 LABOR: PP25  Normal DW refresh	6 LABOR: PP25 SURCHARGES  Normal DW refresh	7   Normal DW refresh	8   Normal DW refresh	9   Normal DW refresh	10   Normal DW refresh
11	12   Normal DW refresh	13   Normal DW refresh	14   Normal DW refresh	15   Normal DW refresh	16 GL: Update AR Trial Table  Normal DW refresh	17   Normal DW refresh
18	19 <b>HOLIDAY</b>  Normal DW refresh	20 LABOR: PP26  Normal DW refresh	21 LABOR: PP26 SURCHARGES  Normal DW refresh	22 LABOR: Month-End Estimate SURCHARGES  Normal DW refresh	23   Normal DW refresh	24   Normal DW refresh
25	26   Normal DW refresh	27 LABOR: Jan NOAA Corps SURCHARGES  DISBURSEMENTS: Last run for Jan  SLTs SLTs to be approved for Jan are due to FMB by 4:00 pm ET Normal DW refresh	28 CA O/U Reversal – Part C   Normal DW refresh	29 SLTs: 12:00 NOON ET Final Approval  CA SURCHARGES processed prior to the “7 AM” closing  Normal DW refresh	30 CFS G/L MONTH- END PRELIM CLOSING 7:00 AM ET Close AP, PR, PO CA O/U Process WIP  12:00 NOON ET Close all other modules  Normal DW refresh	31 DW reports and/ or CFS Production reports complete month-end data  Normal DW refresh

### 7 AM

The following modules will be placed in **PRELIMINARY** close for the **January 2015 General Ledger**

PR	– Purchase Requisitions	(Commitments)
PO	– Purchase Orders	(Obligations, etc.)
AP	– Accounts Payable	(Invoices and Receiving Tickets, etc.)

**Please note: AR is open for WIP only. No other AR transactions.**

8:00 AM ET: AP may begin working on Feb 2015 transactions.

### 12 noon

The following modules will be placed in **PRELIMINARY** close for the **January 2015 General Ledger**

BE	– Budget Execution	(Resources, Apportionments, Allotments, BOPs. (Eg. FM060)
	<b>NOTE:</b> Month end G/L closing process does NOT prohibit end users from entering BOPs.	
AR	– Accounts Receivable	
ALLOC	– Cost Accumulation/Allocation (Surcharges, etc.)	
	The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Friday January 30, 2015	
GJ	– General Journal	(GJs may be entered until 12 noon)
GL	– General Ledger	